

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF AGRICULTURE

[M11-208]

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Americans with Disabilities Act Grievance Procedure
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issue Date: February 11, 2011
- 3. Summary of the contents of the substantive policy statement:**  
This substantive policy advises how a person who is not an employee of the Department of Agriculture can file a complaint or grievance with the agency alleging discrimination on the basis of a disability in the Department's provision of services, programs or activities, including employment practices and policies. The policy invites people to resolve complaints through a discussion, and if that fails, then through a written complaint. A written complaint should contain details about the allegation and needs to be submitted within 60 days of the alleged violation to the Department's Americans with Disabilities Act Coordinator. The Coordinator will meet with the complainant within 15 days and respond in writing within 15 more days. A person may appeal a decision to the Director of the agency. The Department will make available alternative means of submitting grievances for persons with disabilities, upon request.
- 4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:**  
28 CFR 35.107(b)
- 5. A statement as to whether the substantive policy statement is a new statement or a revision:**  
Revision

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### INDUSTRIAL COMMISSION OF ARIZONA

[M11-207]

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
The Arizona Division of Occupational Safety and Health will adopt federal OSHA's CPL 03-00-013 National Emphasis Program (NEP) for Primary Metals Industries.
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
July 5, 2011
- 3. Summary of the contents of the substantive policy statement:**  
This CPL 03-00-013 describes policies and procedures for implementing a National Emphasis Program to identify and reduce or eliminate worker exposure to harmful chemicals and physical health hazards in facilities in the Primary Metal Industries
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**  
New

Notices of Substantive Policy Statements

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: William M. Wright, Assistant Director  
Address: 800 W. Washington St.  
Phoenix, AZ 85007  
Phone: (602) 542-1695  
E-mail: wright.william.m@dol.gov

**6. Information about where a person may obtain a copy the substantive policy statement and the costs for obtaining the policy statement**

Copies of the CPL 03-00-013 can be obtained at a cost of \$.25 per page, from the Division of Occupational Safety and Health, 800 W. Washington St., Suite 203, Phoenix, AZ 85007. Electronic copies of the CPL are also available at <http://www.osha.gov>.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF NURSING

[M11-206]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Nursing Program Expansion When Under Provisional Approval

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

May 25, 2011

**3. Summary of the contents of the substantive policy statement:**

This policy statement informs nursing programs under provisional approval the conditions for expanding admissions and enrollment to the program

**4. A statement as to whether the substantive policy statement is a new statement of a revision:**

This is a new substantive policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Pamela K. Randolph, Associate Director of Education and Evidence-based Regulation  
Address: Board of Nursing  
4747 N. 7th St., Suite 200  
Phoenix, AZ 85014  
Telephone: (602) 771-7803  
Fax: (602) 771-7888  
E-mail: prandolph@azbn.gov

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: [www.azbn.gov](http://www.azbn.gov). Hard copies may be obtained by contacting the person listed above for \$0.25 per page.